

Appendix 6

Citizen Engagement Reference Group – Terms of Reference

Meeting Arrangements:

The Reference Group will meet on a 4 weekly basis. The forward agenda plan (derived from delivering the terms of reference) will be developed by the Group and will be administered by the Democracy Service.

Governance Arrangements:

The Reference Group has authority to deliver its terms of reference and in so doing will report directly to (as appropriate):

- The Kirklees Democracy Commission Cross Party Working Group;
- The Place Based Programme Board;
- The Director of Corporate Strategy and Public Health.

The purpose of the Reference Group:

- To **prioritise, have oversight and advise** on all significant place based citizen engagement planned by the council;
- To **ensure** that any such engagement accords with the citizen engagement principles which have been developed based on the findings of the Kirklees Democracy Commission;
- To **provide advice** in planning and delivering such engagement and facilitate the cultural and behavioural change required to achieve our ambition for place based working;
- To **determine** such instances where the Place Standard is the most effective tool for undertaking citizen engagement. In such instances the Reference Group will **ensure** that resources and support are provided in the context of the council's wider expectations with regards to place based working;
- To individually take responsibility for promoting and fostering understanding and implementation of our Citizen Engagement Principles and the Place Standard approach within and across services and partners;
- To **ensure** that the insight and intelligence derived from any engagement activity is used in a way that informs decision making.
- To **ensure** that Council services work with Councillors, communities and partners to identify solutions and achieve change together;